

# Rental Guidelines\*



- Reservations must be made no more than 3 months and no less than 14 days in advance of requested rental date (exceptions subject to Supervisor approval).
- Full payment and completed/signed rental agreement is due at time of reservation. Payment includes rental fees along with Damage Deposit and Supervisory Fee (if applicable).
- Further guidelines apply to gatherings exclusively for teenagers.
- Alcohol and illicit drugs are not permitted on the premises.
- Smoking indoors is not allowed.
- Renter and guests must abide by Rules and Regulations. Renter is responsible for the behavior of their guests.
- If applicable, you must obtain appropriate permits/certificates prior to rental date.
- All cancellations/refunds will follow the department's refund policy.
- All equipment, decorations, and garbage must be removed from rental space/grounds at conclusion of rental period.
- Food and beverages are not allowed in the Gymnasium at Millbrook Exchange Community Center.

\*A comprehensive list of Rules, Regulations, and Policies will be presented at the time of rental agreement processing.

## Frequently Asked Questions

- **Are tables and chairs available?**  
Yes. 6' rectangular tables and folding metal chairs are available for indoor rentals at Millbrook CC and Eastgate Park.
- **May I decorate the rental space?**  
All decorations must be free-standing. No flammable items (candles, etc) may be used. Renter is responsible for any damage caused by decorations.
- **When may I begin setting up?**  
Both set-up and break-down time must be included in your rental. Factor this in when determining the length of your rental.
- **Who is responsible for clean up?**  
The renter is responsible for leaving the rental space in the condition it was found. This may include: stacking and putting away tables/chairs, sweeping, mopping, vacuuming, and taking out any accumulated garbage. Staff will assist renter in locating necessary cleaning equipment.
- **How late may indoor spaces be rented?** 10pm is the latest time indoor spaces may be rented. Rental groups must be prepared to vacate the building by end of rental time period.
- **Are Athletic Fields available for rent?**  
Yes. Please contact the Athletics Dept at 831-6836 to inquire about availability and rental of Athletic fields city-wide.



## Millbrook Exchange Community Center HOURS OF OPERATION:

Monday-Friday: 10am-9pm  
Saturday: 9am-3pm  
Sunday: 1pm-6pm



Raleigh Parks and Recreation

## Rental Information

### Millbrook Exchange Community Center 1905 Spring Forest Rd Raleigh, NC 27615



### Eastgate Community Center 4200 Quail Hollow Dr, NC 27609



### Honeycutt Park & Shelter 1032 Clear Creek Farm Rd, NC 27615



Phone: (919) 872-4156  
Fax: (919) 871-4141

Director: Billy Aubut  
billy.aubut@raleighnc.gov

Assistant Director: Staci Sawyer  
staci.sawyer@raleighnc.gov

[parks.raleighnc.gov](http://parks.raleighnc.gov)

# General Information and Rental Fees\*

\*Rates listed below are hourly. All rentals must be rented for a minimum of 2 hours.  
A \$75 refundable damage deposit is required for Indoor Rentals



## Millbrook Community Center 1905 Spring Forest Rd, Raleigh NC 27615

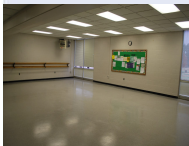
### Room #1



At 23'x51', Room #1 is the smaller of our two meeting rooms. The room will hold up to 49 people with tables and chairs. A white board is permanently mounted in the room.

**Rental Fee: \$60/hr, 2hr minimum; \$75 refundable damage deposit required**

### Room #2



This room is the larger of our two meeting rooms. The main space is 23'x35' with additional space of 21'x21'. Max capacity: 79 people. An attached warming kitchen is available for \$20/hr.

**Rental Fee: \$70/hr, 2hr minimum; \$75 refundable damage deposit required**

### Gymnasium



The Gym\* at Millbrook is 80'x100" and is not air conditioned. The gym offers both full-court or half-court usage as well as movable bleachers. Volleyball pads and net are available for use as well.

*\*Events with food and beverage are not permitted in the gymnasium.*

**Rental Fee: \$60/hr, 2hr minimum; \$75 refundable damage deposit required**

## Picnic Shelters at Millbrook Park 1905 Spring Forest Rd, Raleigh NC 27615

### Shelter #1



There are two medium sized, covered picnic shelters available for rent at Millbrook Park. Both are located along a paved greenway trail and have 4 picnic tables, two charcoal grills, trash receptacles and can accommodate up to 40 people.

**Rental Fees: Mon-Fri \$4.50/hr;  
Sat/Sun: \$9/hr - 2 hr min.**

### Shelter #2



## Eastgate Park & Community Center 4200 Quail Hollow Dr, Raleigh NC 27609

The community center at Eastgate Park is available for rent on weekdays and weekends. A great space for meetings, family gatherings, baby showers, and children's parties, the main room at Eastgate Park measures 39'x42' and will hold up to 75 people. Eastgate also offers a warming kitchen, outdoor playground, and a small covered picnic shelter.

**Rental Fees: Center: \$50/hr, 2hr minimum; \$75 refundable damage deposit required**

**Shelter: Mon-Fri \$4.50/hr;  
Sat/Sun: \$9/hr - 2 hr min.**

Main meeting space, Eastgate



Warming Kitchen, Eastgate



## Honeycutt Park & Shelter 1032 Clear Creek Farm Rd, Raleigh NC 27615

Honeycutt Park is located in north Raleigh near Highway 540 and Falls of Neuse Rd. The covered shelter offers 6 picnic tables which will hold 48 people comfortably. Restroom facilities and charcoal grills are on-site. An adjacent playground has features appropriate for children of various ages.

**Rental Fees: Mon-Fri \$6/hr;  
Sat/Sun: \$12/hr - 2 hr min.**



Please call our Athletics Dept to inquire about rental of Baseball fields: 831-6836

## Facility Rental Inquiry Form

Today's Date: \_\_\_\_\_ Name (First and Last) \_\_\_\_\_

Phone#: \_\_\_\_\_ 2nd Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Room or Shelter: \_\_\_\_\_ Preferred Rental Date: \_\_\_\_\_

Time Requested: \_\_\_\_\_ Rental Type (ex: family reunion, b-day party, etc): \_\_\_\_\_

Maximum # of people in your group: \_\_\_\_\_ Approximate # of guests under 18: \_\_\_\_\_

Do you plan to serve food and/or beverage\*? ☐ Yes ☐ No *\*Alcoholic beverages are not permitted.*

Do you plan to have your event catered? ☐ Yes ☐ No *If "yes", a Catering Permit is required.*

Number of tables needed (6' rectangular folding tables): \_\_\_\_\_ Number of chairs needed: \_\_\_\_\_

Questions: \_\_\_\_\_

*\*A Facility Supervisor will contact you within 48 hours\**